



Job Title: Planning and Zoning Director
Department: Planning and Zoning

FLSA Designation: Exempt
Pay Classification: 21

1. JOB SUMMARY

- 1.1 This position is responsible for the town's planning, community outreach and development review functions.

2. MAJOR DUTIES

- 2.1 Providing professional planning services including but not limited to implementing and revising the Norwich Town Plan and the Norwich Zoning and Subdivision Regulations.
- 2.2 Administering the Norwich Zoning and Subdivision Regulations including but not limited to advising prospective applicants; reviewing permit applications; maintaining permit records; preparing staff reports and draft decisions for the Development Review Board, investigating complaints and enforcing violations, and maintaining compliance with statutory notice and posting requirements.
- 2.3 Developing and coordinating a robust community engagement strategy for town government including but not limited to writing and preparing engagement, communication and outreach materials, using a wide range of digital tools to create effective communication and constructive dialogue, developing and disseminating consistent high quality external communications, maintaining up-to-date information on the town website, responding to public inquiries.
- 2.4 Providing staff support for town committees including but not limited to the Planning Commission, Development Review Board, Conservation Commission and Historic Preservation Commission, and maintaining compliance with Vermont Open Meeting & Public Record Laws.
- 2.5 Applying for and administering grants including but not limited to grant writing, issuing requests for proposals, recommending consultant selection, and managing projects.
- 2.6 Preparing Planning Department budgets and managing Planning Department staff.
- 2.7 Performing related duties and other duties as assigned by the Town Manager.

3. SKILLS AND KNOWLEDGE

- 3.1 Knowledge of land use planning and regulatory principles, techniques, best practices and laws.
- 3.2 Interpersonal skills with the ability to communicate effectively with people from diverse backgrounds.
- 3.3 Analytical writing skills and oral communication skills.
- 3.4 Skill in the analysis of problems and the development and implementation of solutions.
- 3.5 Knowledge of grant application and management principles.
- 3.6 Knowledge of website design and management, and mapping and other job-related software.

4. SUPERVISORY CONTROLS AND MANAGEMENT RESPONSIBILITY

- 4.1 The Town Manager assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

- 4.2 This position has direct supervision over Planning Assistant (1).

5. SCOPE OF WORK AND WORK ENVIRONMENT

- 5.1 The work consists of varied duties. Regulatory standards and deadlines contribute to the complexity of the position.
- 5.2 The position requires regular contact with co-workers, elected and appointed town officials, property owners and their representatives, and members of the general public. Contact is typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons. Some contacts could be with persons who may be angry, agitated, or believe they are aggrieved about an issue.
- 5.3 Work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects and distinguishes between shades of color.
- 5.4 Work is typically performed in an office and outdoors, occasionally in cold or inclement weather.
- 5.5 Night meetings, especially staffing of committees are required.
- 5.6 Flexible work hours and partially remote work are anticipated with regularly scheduled office hours for zoning administration duties.

6. MINIMUM QUALIFICATIONS

- 6.1 University degree in planning, community development, public administration or communications.
- 6.2 Minimum of three years of job-related experience preferred.
- 6.3 Possession of or ability to readily obtain a valid driver's license issued by the State of Vermont for the type of vehicle or equipment operated.